

LEGISLATIVE ADVISOR II

DEFINITION: Under general direction, performs a wide range of professional legislative work of considerable difficulty in providing administrative support and certified translation services to legislative committees; analyzes and reports on committee activities, legislative issues and provides relevant information to Navajo Nation government officials; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides oral and written translation services to standing committees, other legislative services staff and to the Navajo Nation Council; interprets legal documents, government regulations, and Navajo Nation, state and federal codes; composes correspondence for committee members; advises and makes recommendations to committees and subcommittees, and officials regarding Navajo Nation, congressional and state legislative issues.

Reviews resolutions, reports, correspondence, legislative documents and other written material for accuracy of content, spelling, grammatical errors and punctuation, ensures correctness of information and interpretation; reviews final copies of documents and materials; prepares correspondence, committee agendas and reports, legislative documents and position statements.

Researches applicable laws, legislation and regulations; compiles and analyzes data for special projects, prepares written reports and makes recommendations based on surveys, studies and analysis; makes presentations and facilitates work sessions with committee members on pending legislation; mediates issues and concerns.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of public administration, organizational and management theory, Navajo Nation goals and priorities, and Navajo Nation, State and Federal governmental processes. Knowledge of correct English language usage, grammar, punctuation, vocabulary and spelling and business and governmental writing techniques and standards.

Knowledge of legislative, economic and social issues affecting the Nation.

Knowledge of legislative affairs planning, legislative analysis techniques, business systems and procedures analysis.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of Nation operations relative to the principles and techniques of policy analysis.

Skill in communicating effectively both orally and in writing.

Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

Skill in the interpretation and analysis of legal and quasi-legal documents including Navajo Nation, federal and state guidelines.

Skill in developing and monitoring complex legislative processes in order to analyze and present policy alternatives.

Skill in managing complex internal relationships and providing advice and council to Navajo Nation and other governmental officials.

Skill in maintaining open communication and effective working relationships with others.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Master's degree in Political Science, Public or Business Administration, Finance, Natural Resources, Transportation, Health, Education, Human Services or Law; and four (4) years of experience in technical and resolution writing, conducting research and analysis of public policy matters.

PREFERRED QUALIFICATIONS:

- A Juris Doctorate degree.
- Member of the Navajo Nation Bar Association and in good standing.
- Eight (8) years of experience with the Navajo Nation Council or a Standing Committee involving the interpretation of legal documents and Navajo Nation, state and federal regulations and codes.
- Possess a Court Interpreter Certificate in the States of Arizona and New Mexico.

Depending upon the needs of the Nation, some incumbent of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.